

Create a Town hall (webcasting) event - Theming

Last Modified on 03/12/2025 9:39 am IST

 This article is designated for administrators.

About

When you create a Town Hall event, you'll set the date and time and design a dedicated entry page for your audience.

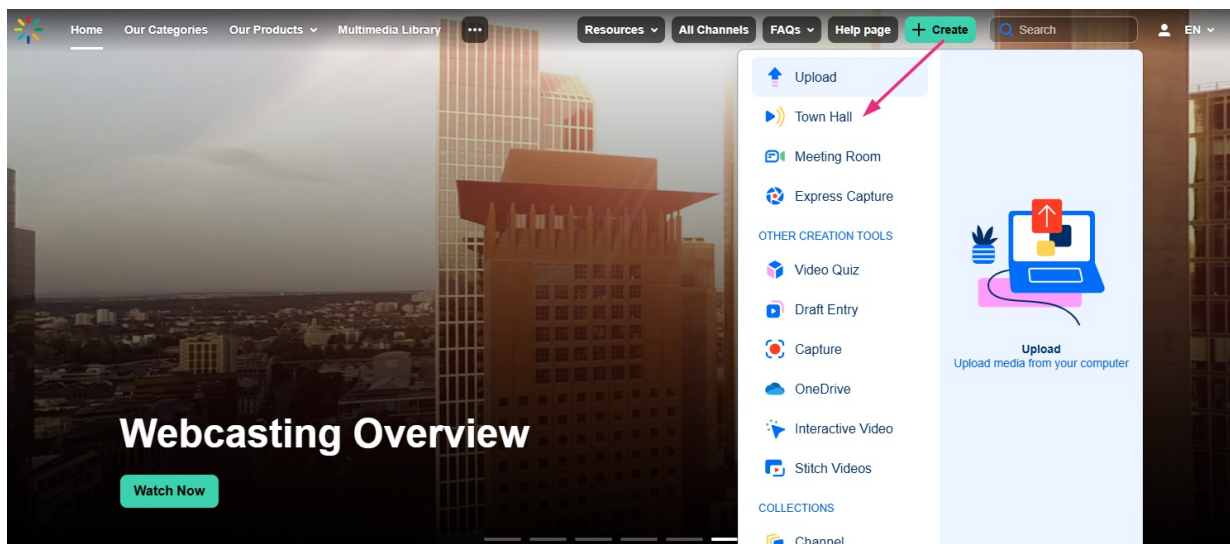
This page acts as the event's hub - providing key details beforehand and, when the time comes, serving as the live stream and archive. You can edit it as needed and adjust privacy settings to keep it private until you're ready to share it.



These instructions are for [Theming](#) users. If you don't have Theming enabled on your account, please see our article [Create a Town hall event](#).

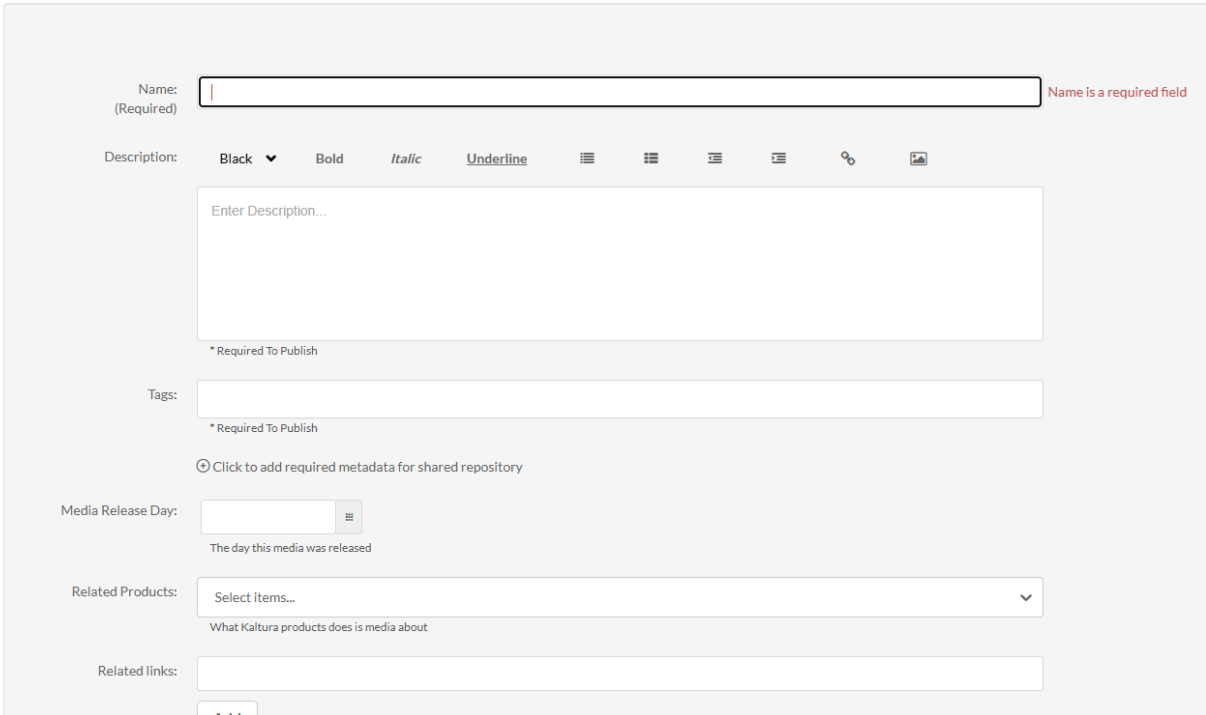
Create a Town hall event

1. In your video portal, click the **+Create** button and select **Town Hall** from the drop-down menu.



The **Schedule a Webcast Event** page displays.

Schedule a Webcast Event



2. Enter values for the following fields to describe the event:

- **Name** (Required) - Enter a name to be displayed in the event page Webcasting created for each event.
- **Description** - Enter a description to be displayed in the event page Webcasting created for each event.



You can use the editing tools in the description area to apply basic formatting to the text and include hyperlinks and images.

- **Tags** - Enter tags to apply metadata to the event to make it easier to catalog and search.
- Complete any custom metadata added to the page by your organization.
- **Projected Audience** - Enter the estimated number of audience members
- **Location** - Select a location from the drop-down options for the webcast.
- **Broadcast Type** - Select **Kaltura Webcast** or **Simulive**.
- **Start Time** and **End Time** - Select the dates and times, and make sure to include enough buffer in case the event continues beyond the allotted time.



Event duration must be less than 24 hours. If the allocated time exceeds 24 hours, an error message will display notifying that.

- Select the **Time Zone** from the drop-down menu.
- **Event Recording** - Choose one of the two options:
 - **Append recorded content to a single entry** - Each time a broadcast session finishes the content the recording of the session will be added to the entry content thus making one long recording.
 - **Export on each broadcast to VOD entry**- Once a broadcast finishes the recording will automatically be archived and a new VOD will be created. If slides were used during the broadcast they will also be migrated as part of the archiving process, [see here](#) for more information.



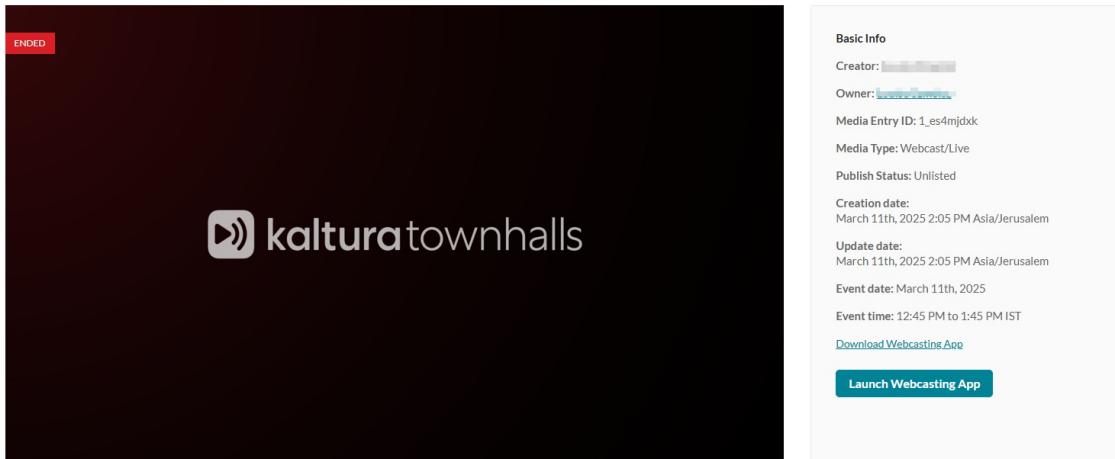
The **Event Recording** option cannot be updated once the webcast has been created.

If the [Registration module](#) has been enabled, choose a registration form from the **Add Registration** options.

- **Publishing Schedule** - Select from the two options:
 - **Always**
 - **Specific time frame** - Select the time range in which the media will be visible to users in the published channels / categories.

3. Click **Create Event**.

You are redirected to the edit page where you can edit the event's settings.



The screenshot shows a video player with a red 'ENDED' label in the top left corner. The video content displays the Kaltura logo and the text 'kalturatownhalls'. To the right of the video player is a sidebar titled 'Basic Info' containing the following details:

- Creator: [redacted]
- Owner: [redacted]
- Media Entry ID: 1_es4mjdxk
- Media Type: Webcast/Live
- Publish Status: Unlisted
- Creation date: March 11th, 2025 2:05 PM Asia/Jerusalem
- Update date: March 11th, 2025 2:05 PM Asia/Jerusalem
- Event date: March 11th, 2025
- Event time: 12:45 PM to 1:45 PM IST

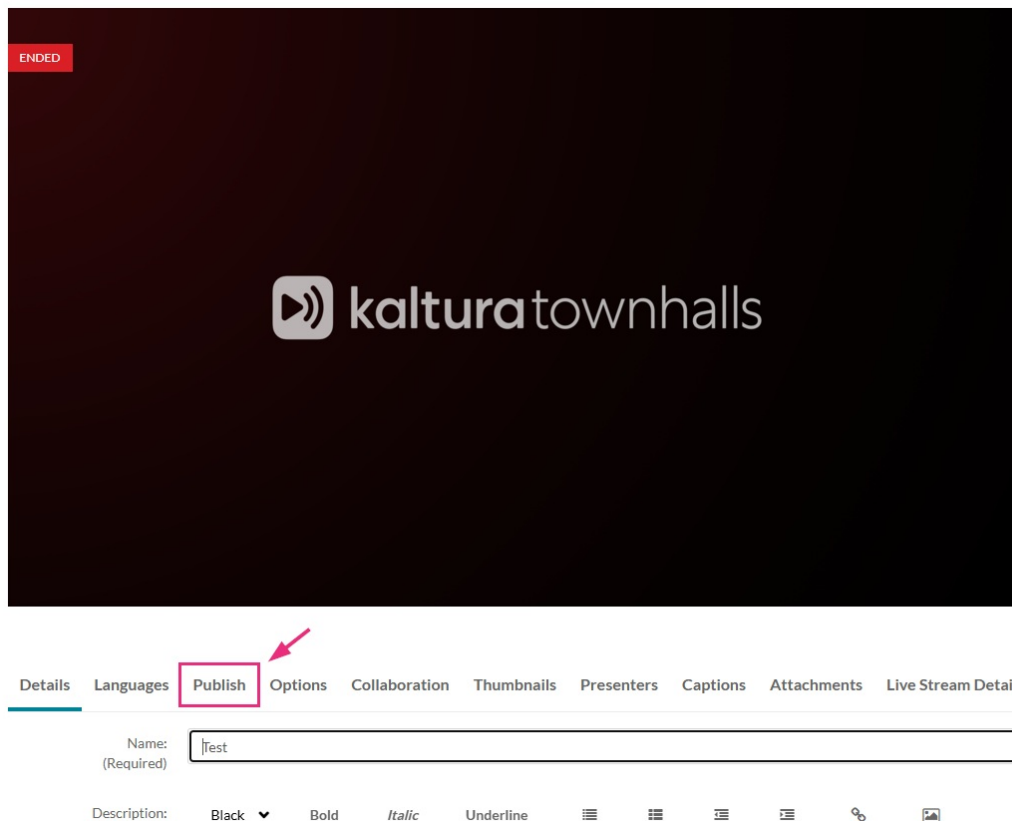
Below the details are two links: 'Download Webcasting App' and a blue button labeled 'Launch Webcasting App'.



The screenshot shows the event management toolbar with the following tabs: Details, Languages, Publish, Options, Collaboration, Thumbnails, Presenters, Captions, Attachments, Live Stream Details, Restream Destinations, Display, Registration, and Chat. Below the tabs is a 'Name: (Required)' text input field containing the text 'Test'. Below the input field is a 'Description:' section with a rich text editor toolbar containing options for Black, Bold, Italic, Underline, and various list and link icons.

Publish your event

1. If you would like to publish at this time, click the **Publish** tab.



This screenshot is similar to the previous one but highlights the 'Publish' tab in the toolbar with a red box and a red arrow pointing to it. The 'Name: (Required)' field still contains 'Test'.

2. Under **Publishing Status**, click the **Published** button.

Publishing Status:

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

3. Make your selections in the **Publish in Category** and **Publish in Channel** tabs.

Publishing Status:

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

Publish in Category | Publish in Channel

Search Categories

Moderated Open Private Restricted Shared Repository

- About Kaltura
 - Customers Speak
 - Kaltura at a Glance
- Welcome to MediaSpace!
 - Getting Started with MediaSpace
 - Kaltura Management Console (KMC)
 - MediaSpace - Limitless Possibilities

Save

The media page will be visible to individuals according to entitlements on published destinations. It will also display in the video portal events page.



If you're the entry owner, co-editor, or co-publisher (as set in the Collaboration tab on the Edit page), you can always locate the media page for your meeting room in My Media or in the location where it's published.

4. Click **Save**.

For more information on editing the event, see [Editing a Town hall event](#).



Would you like to enable our **Chat & Collaborate** (C&C) feature? Enhance engagement with real-time chat, quizzes, and collaboration tools. Visit our article [Chat and collaboration \(C&C\) for moderators](#) to learn more!